

PERSONNEL & BUDGET COMMITTEE MEETING MINUTES

Thursday, January 31, 2008

9:30 a.m.

Members Present: Leslie M. Ficcaglia (Chairperson), Betty Wilson, Robert Hagaman, Norman Tomasello

Members Absent: Guy Campbell, Francis Witt, William J. Brown, Edward Lloyd (alternate)

Staff Present: John Stokes, Donna Connor, Donna Graham, Eartha Williams

Others Present: Sharon Price-Cates

Chairperson Ficcaglia opened the meeting.

The minutes for the January 3, 2008 meeting (open and closed sessions) were reviewed. With no comments or questions, Chairperson Ficcaglia asked for a motion. The approval of Personnel and Budget Committee meeting minutes (open and closed sessions) from January 3, 2008 was moved by Commissioner Wilson, seconded by Commissioner Hagaman and unanimously approved.

Chairperson Ficcaglia introduced the next agenda item, Discussion of Application Fees. John Stokes stated that during the first seven months of the fiscal year application fees totaled approximately \$311,000 which is lower than anticipated. He added that grant revenues may also show a decline in the future. He suggested that the Committee review our current application fee structure and distributed two tables showing DEP rules and fees compared to that of the Pinelands Commission. He also discussed a table showing FY2007 application fee revenue and the expenses attributed to the Regulatory Programs Office. As a result of this information, Mr. Stokes suggested it would be appropriate to consider revisions to our fees. The Committee agreed. He stated that more research would be done and discussed further with the Committee at its next meeting.

Chairperson Ficcaglia introduced the next agenda item, Discussion of Changes to the Health Benefits Plans and Rates. Donna Connor reviewed the changes to the State Health Benefits program for local employers which will become effective April 1. She noted that several plans were being eliminated and that there would be two HMOs offered (Aetna and Cigna Health Plans) along with two very similar plans called NJ Direct 15 and NJ Direct 10. She stated that the new monthly premiums will result in a slight increase to the Commission.

The next agenda item, Check Register and Electronic Funds Transfer (EFT) Disbursements for January 2008, was introduced by Chairperson Ficcaglia. Donna Connor provided additional information on several checks and the electronic fund transfers.

Chairperson Ficcaglia introduced the next agenda item, Other Items of Interest, which included the following updates:

Employee Actions (January 2008) – Donna Connor reviewed the departing employees, the vacancies, the recruitment actions and other general employee actions.

Fenwick Manor Renovations Update – Donna Connor stated the plans were rejected for a second time by the State’s Office of Plan Review causing another delay in the release of the bid package. During this discussion, she mentioned that the elevator has passed inspection, that all buildings have now passed the fire inspections and that staff continues to work on “cold areas” in the buildings.

Application Fees Update – Donna Connor stated that as of January 29, slightly over \$67,000 was received in application fees and noted there were no refunds in January.

Chairperson Ficcaglia introduced the next agenda item, Meeting Open for Public Comment/Questions. There were no comments or questions from the public.

Chairperson Ficcaglia asked for a motion to go into closed session. The motion was moved by Commissioner Wilson, seconded by Commissioner Tomasello and unanimously approved.

The Committee returned from closed session.

With no further items to discuss, Chairperson Ficcaglia asked for a motion to adjourn. The motion was moved by Commissioner Hagaman, seconded by Commissioner Wilson and the meeting was adjourned at 10:58 a.m.